



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DORM PROG SUPV FOR PPL W/ DISABILITIES

Job Number: 20001103

Job Code: 53610V150916

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, develops and implements dormitory programs and after school hours activities for students and people with disabilities. Provides guidance and counseling to students and people with disabilities on an informal basis. Supervises houseparents and rehabilitative care aides in the general operation of a [the] dormitory program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have one year of experience working with persons with disabilities in an institutional setting.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for the experience.

Substitute EXPERIENCE for EDUCATION:

Experience in an institutional setting dealing with persons with disabilities which would assure knowledge or skill with dormitory life problems (e.g., houseparents, dormitory counselors, etc.) will substitute for the education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops and implements an after school hours program for dormitory students in areas such as counseling service, intramural sports, recreation, social and cultural activities. Supervises houseparents and rehabilitative care aides in carrying out the dormitory programs and activities. Serves as a resource person for student academic and personal problems. Provides support to houseparents in the areas of dormitory curriculum design and curriculum implementation. Develops and evaluates the overall dormitory program. Maintains discipline and cooperates with teachers and houseparents in the solution of school dormitory related problems. Serves as a member on school committees. Provides in service training programs for houseparents and rehabilitative care aides. Serves as a resource person for students, houseparents and parents. Submits requests for correcting maintenance problems in the dormitories. Participates in staffings on students. Interprets and enforces school policies and procedures as they affect dormitory life.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbent typically works in a residential school dormitory setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.